

## Auditor File Exchange

### Auditor File Exchange Access:

There is no need to re-register for access. However, if you do not have access to the Auditor File Exchange, you need to register via the KSDE Common Authentication link. Click on the following web address and then once there, lick the green "Register" button to begin the registration process: <https://online.ksde.org/authentication/login.aspx>

To upload or download files, please first make sure the blue "Manage Files" button on the left is selected. Instructions for uploading and downloading files are provided below:

### Uploading Files:

1. In the "Upload Files" section, click the "Add Files" or "Add Folder" button. This will open up a window and allow you to browse and select a file or folder to upload.
2. Select the file or folder that you want to upload by double-clicking it. This will place the file or folder in the upload window.
3. Click on file or folder showing in the upload window, which enables the "edit" button to appear.
4. Click the "edit" button and you will see the current Fiscal Year and Organization under which to display the file or folder.
5. It is important to click the "Save Entry" button in order to save the changes to an individual file or click the "Apply to All" button to save changes to multiple files. Clicking one of these buttons will return you to the "Upload Files" window.
6. The "Upload" button will be enabled and will have a blue background with white text. Click it to upload the file to the Auditor File Exchange.
7. Your successfully uploaded file or folders will appear in the "Download Files" window.

**Downloading Files** (Scroll down to the "Download Files" section. Once there, use the following steps to download a file(s) or folder(s).

**To quickly download a single file:** click the blue cloud icon to the left of the item that you want to download. The file will appear in a download pop-up box. In the pop-up box, click "open file."

### To download multiple files or folders:

1. Click anywhere on the line of the first file or folder that you want to download.
2. Select additional files or folder by holding down the shift button on your keyboard and then use your mouse to click the line of each item that you want to download. Once you have them selected...
3. Click the "download" button.
4. The file, files or folder will appear in a download pop-up box. In the pop-up box, click the "open file."

*If you need assistance accessing the KSDE Auditor File Exchange, please call the KSDE helpdesk at*

*785-296-7935 or email: [helpdesk@ksde.org](mailto:helpdesk@ksde.org)*